

B. S.

10/24/65

File FSB

10/25/65

FAMILY SERVICE BUREAU
OF NEWARK, NEW JERSEY

Main Office: 15 FULTON STREET, NEWARK 07102
642-7790

Belleville Office: 383 WASHINGTON AVENUE
759-1880

WILLIAM D. HARDIN
President
GEORGE A. S. COOPER
Treasurer

EDWARD V. KILDUFF
Executive Director

October 22, 1965

TO ALL BOARD MEMBERS

FROM E. V. KILDUFF

Enclosed is the Project ENABLE (Education Neighborhood Action for Better Living Environment). At the last Board meeting we discussed the national project and Mrs. Casey's involvement in it. The enclosure is the other part of the project that involves a trainee from our agency and the Urban League. It was submitted on Friday, October 22nd to the United Community Corporation for review, study and funding.

It will be discussed in its entirety at the Board meeting, and we would like you to read it and be prepared to discuss it.

7.2.1

SCOPE OF DELEGATION

- a) The degree of responsibility that the delegate agency will have in carrying out the component project.

The Family Service Bureau of Newark, New Jersey will have complete responsibility for carrying out the component project.

- b) The qualifications of the delegate agency to undertake and complete the component project.

The Family Service Bureau of Newark, New Jersey has been in operation since January 20, 1882, and is a non-sectarian family agency, serving families and individuals with problems. It is one of the oldest family agencies in the United States.

Office of Economic Opportunity
APPLICATION FOR COMMUNITY ACTION PROGRAM

FORM APPROVED,
BUDGET BUREAU NO. 116-R219

BUDGET FOR COMPONENT PROJECT

This form is to accompany each component project form (CAP 6, CAP 7, or CAP 8) in applying for a grant under Sections 204, 205, or 206 of Title IV-B, Economic Opportunity Act of 1964. Applicants are not required to use this form -- they may substitute a typed budget which contains the same information in the same order as on this form.

NAME OF APPLICANT

FAMILY SERVICE BUREAU OF NEWARK,
NEW JERSEY

DO NOT FILL IN: (For Administrative Use)

BRIEF TITLE OF PROJECT

Project ENABLE (Education, Neighborhood, Action for
Better Living Environment)

COMPONENT PROJECT NO.

7.1

D-1.0

PERSONNEL

D-1.1

PERSONNEL EMPLOYED BY APPLICANT AGENCY

NUMBER OF PERSONS	POSITION OR TITLE	SALARY PER MONTH	PERCENT OF TIME ON PROJECT	MONTHS TO BE EMPLOYED	COST	
2	Trainees (group leaders)	\$9,000 yrly	\$750 ea	50%	12	\$ 9,000.00
4	Non-professional assistants (social work aides)	\$4.160 yr. ea	\$346.67	100%	12	16,640.00
2	Secretaries	\$5,200 yrly	ea \$433.33	50%	12	5,200.00
1	Administrator-coordinator	\$21,000 yrly	1167.67	15%		2,100.00
						\$32,940.00

COST OF FRINGE BENEFITS (Indicate basis for estimate)

Cost of fringe benefits (15% of total)

4,941.00

SUB-TOTAL, PERSONNEL EMPLOYED BY APPLICANT AGENCY

\$ 37,881.00

D-1.2

PERSONNEL EMPLOYED BY DELEGATE AGENCY(IES)

NUMBER OF PERSONS	POSITION OR TITLE	SALARY PER MONTH	PERCENT OF TIME ON PROJECT	MONTHS TO BE EMPLOYED	COST
1	Community Organization staff person @ \$9,000 yrly	\$750	100%	12	\$ 9,000.00
1	Secretary @ \$5,200 yrly	\$433.33	50%	12	2,600.00
					\$11,600.00

COST OF FRINGE BENEFITS (Indicate basis for estimate)

Cost of fringe benefits (15% of total)

1,740.00

SUB-TOTAL, PERSONNEL EMPLOYED BY DELEGATE AGENCY(IES)

\$ 13,340.00

TOTAL, PERSONNEL

\$ 51,221.00

**APPLICATION FOR COMMUNITY ACTION PROGRAM
BUDGET FOR COMPONENT PROJECT (Continued)**

b-2.1 NATURE OF SERVICES	CONSULTANTS AND CONTRACT SERVICES	FEE TO BE PAID
	CONSULTANT SERVICES	
	BASIS FOR FEE ESTIMATE	
Auditing & Bookkeeping	Audit-prepare \$200 - Bkpping \$50 mo.	\$ 800.00
Legal Services	\$70 per client - 10 days	700.00
SUB-TOTAL CONSULTANT SERVICES		\$2,500.00

b-2.2 NATURE OF SERVICES	OTHER CONTRACT SERVICES	FEE TO BE PAID
	BASIS FOR COST ESTIMATE	
		\$
SUB-TOTAL, OTHER CONTRACT SERVICES		\$
TOTAL, CONTRACT SERVICES		\$

b-3.1 ITEM	TRAVEL	COST
	BASIS FOR COST ESTIMATE	
See attached		\$
		\$3,008.00
TOTAL, TRAVEL COSTS		\$3,008.00

b-4.1 ITEM	SPACE COSTS AND RENTALS	COST
	BASIS FOR COST ESTIMATE	
See attached		\$
		\$2,880.00
TOTAL, SPACE COSTS AND RENTALS		\$ 2,880.00

b-5.1 ITEM	CONSUMABLE SUPPLIES	COST
	BASIS FOR COST ESTIMATE	
Office Supplies	7 persons @ \$75 monthly	\$ 525.00
Postage		120.00
Books, pamphlets, etc.		100.00
TOTAL, CONSUMABLE SUPPLIES		\$ 745.00

b-6.1 ITEM	RENTAL, LEASE, OR PURCHASE OF EQUIPMENT	COST
	BASIS FOR COST ESTIMATE	
See attached		\$
		\$2,020.00
TOTAL, RENTAL, LEASE, OR PURCHASE OF EQUIPMENT		\$2,020.00

b-7.1 ITEM	OTHER COSTS	COST
	BASIS FOR COST ESTIMATE	
See attached		\$
		\$1,100.00
TOTAL, OTHER COSTS		\$1,100.00

GRAND TOTAL, COST OF COMPONENT PROJECT		\$62,474.00
---	--	--------------------

B-3.0

Attendance at camp, 14 substitutes by trainees. Maintenance for 14 days @ \$26	\$768.00
Group transportation: \$20 per trip for two institute trips	40.00
Foodal travel costs for project staff: \$20 a month for 7 people (bus fare or auto @ 10¢ a mile)	1,400.00
Busfare for parents to and from group sessions: 50¢ round trip for 10 sessions for 160 parents (bus fare)	<u>800.00</u>
TOTAL TRAVEL COSTS	\$3,008.00

B-4.0

SPACE COSTS AND RENTALS

2 additional offices for F.S.B. & U.L. of E.C. staff persons for 1 year 160 square feet @ \$3	\$ 960.00
2 additional offices for 4 group aides for 1 year 320 square feet @ \$3	<u>1,920.00</u>
TOTAL SPACE COSTS AND RENTALS	\$2,880.00

B-6.0

RENTAL, LEASE OR PURCHASE OF EQUIPMENT

(Prices based on G.S.A. catalogue)

4 File cabinets (F.S.B. & U.L. of E.C.)	\$380.00
2 Typewriters (F.S.B. & U.L. of E.C.)	576.00
7 Desks (F.S.B. & U.L. of E.C.)	630.00
7 Chairs (F.S.B. & U.L. of E.C.)	210.00
7 Side chairs (F.S.B. & U.L. of E.C.)	210.00
7 wastebaskets (F.S.B. & U.L. of E.C.)	<u>14.00</u>

TOTAL, RENTAL, LEASE, OR
PURCHASE OF EQUIPMENT

\$2,020.00

B-7.0

OTHER COSTS

Telephone - long distance calls to Institute leaders, as part of supervision, NUL regional directors, etc., plus additional lines necessary in F.S.B. or U.L. of E.C. offices	\$600.00
--	----------

Auxiliary personnel for group operations: e.g. baby sitters during parent sessions. Two adults	<u>500.00</u>
--	---------------

TOTAL OTHER COSTS

\$1,100.00

Non-Federal contribution \$6,247.40
(donated by F.S.B. & U.L. of E.C.)

Administrative cost	\$2,100.00
Rental or purchase of equipment	2,020.00
Space costs and rentals	682.40
Consumable supplies	745.00
Legal services	<u>700.00</u>
	\$6,247.40

7.1 PROJECT ENABLE

(Education, Neighborhood, Action for Better Living Environment)

- 7.1.1. Plan to develop a local parent education component to take advantage of ENABLE NY CAP 66-9064 DEMO which is to help train and assign professional and non-professional social workers to work with parents in groups and to give family and community follow-up service.

7.1.2 Work Program

A. ENABLE has been funded by Office of Economic Opportunities with a grant to Family Service Association of America, Child Study Association of America, and National Urban League to train an appreciable body of professional and non-professional people to staff parent education components in local community action programs. Parent education as offered by ENABLE will be a planned series of meetings in which parents come together with a trained leader to help and be helped in understanding and moving towards the resolution of their problems as parents and as members of a disadvantaged community.

Family Service Bureau of Newark, New Jersey and Urban League of Essex County propose this program to enrich the community with personnel trained in parent education. Through parent discussion groups a team of professional/non-professional workers is expected to reach many parents as yet untouched by the opportunities of the United Community Corp. As a by-product of the stimulation provided by parent education sessions, it is believed that there will be a closer working relationship with other services and functions of the overall United Community Corp., and a smooth referral system to these and other services in the community will be achieved.

Family Service Bureau of Newark, New Jersey and Urban League of Essex County find that many poor people are unaware of long established resources available to them and new services currently being developed. Even if poor families are aware of these resources, they tend for a variety of reasons to feel deprived of the right to use them or they lack the self-confidence and sense of adequacy necessary to sustain appropriate action. The services of Project ENABLE are designed to help such people. Thus, the training program, the recruitment process and the group discussions will foster the participants' awareness of their right to seek help and their ability to make use of it.

Family Service Bureau of Newark, New Jersey and Urban League of Essex County are deeply concerned with the problems of the broken family and are aware that the most fragmented families tend to be found among the poor. A few of the factors affecting the overwhelming problems of the single-parent family to which Project ENABLE will give some priority are as follows: The role of the father who is unable to support his family adequately, the need for substitute male role models when fathers are absent from the home, the mother's contribution in a matriarchal culture to the father's confusion and sense of inadequacy, and so forth.

The experience of our national agencies in parent discussion groups has indicated the low-income families share with other parents deep concern about their children in relation to discipline, sex education and sex behavior. They are also concerned about problems that arise from the lack of recreational facilities, insufficient supervision of children and teen-agers, insufficient knowledge of household management skills and of normal child development. Because these problems have arisen in previous group discussions, the staff of Project ENABLE is able and prepared to train staff in the City of Newark to help group members develop solutions to these problems.

The beneficiaries of such a program in the City of Newark would be the parents of the Head Start children, for during the summer of 1965 more than 2,700 children were involved in this program throughout the city. It would also be beneficial to the parents of children of the Newark Pre-School Council, Inc., which is a program for the children of Newark, New Jersey, written by and for the Newark community. This project is now in operation in the City of Newark. It would also benefit parents of children involved in the Neighborhood Youth Corps. Part of the vital components of this project is the involvement of parents from all sections of the city who would be the beneficiaries of Project ENABLE.

It would also be beneficial to the Housing Project residents within the City of Newark and it would be beneficial to parents or individuals in any economically depressed area of the city who could benefit from group educational programs geared to parents.

B. Scope and Content

1. What is a Parent Discussion Group?

A PARENT DISCUSSION GROUP is a planned series of meetings in which parents come together with a trained leader to help and be helped in understanding and moving towards the resolution of their problems as parents and as members of a disadvantaged community.

A PARENT DISCUSSION GROUP is an opportunity for parents to be heard as they give expression to fears, worries, resentments, confusions, desires, hopes, and ideas as they experience them around the problems of being parents under conditions that seriously interfere with their potential for productive parenthood and the potential of their children for productive membership in our society.

2. What Happens in a Parent Discussion Group?

Members of the group exchange immediate experiences of their problems as parents in an environment that multiplies the difficulties of child-rearing. The process of sharing concerns has the effect of validating them and opening up new possibilities for their resolution.

In the collaboration with parents, the leader helps the group to identify, disentangle and see in a new perspective factors - within the family or environmental - that are responsible for the problems they are facing. The leader helps the parents to identify their own

family strengths, community resources and channels of communication which exist or can be created to bring about the required changes. Further sessions give opportunities for parents to report what steps they have taken on their own behalf with what results.

3. Curricula of Parent Discussion Groups.

The curricula of parent discussion groups encompasses the following:

- 1) Historic socio-cultural factors in family life and their implications for contemporary parent-child relationships, intra-familial relationships, family-community relationships, communication, adaptation to stress, attitudes to learning, modes of learning, etc.;
- 2) A review of developmental stages of growth in individuals which highlights physical and psychological characteristics of each state of development (from infancy to old age) as well as parental responses and intra-familial stresses relating to each stage of development;
- 3) Techniques of teaching and principles of learning through the use of group discussion;
- 4) Techniques of community organization relevant to recruitment and to implement appropriate community action in response to what emerges as pressing concerns from within the group.

4. What are the Purposes of Parent Group Discussion?

Chronic deprivation tends to cut off individuals from sources of information and from many family and community experiences that promote healthy child development and family life.

An immediate purpose of parent group discussion is to exchange information, provide groups of parents a chance to discover what they have in common and an experience that brings parents into the community from which they may have felt isolated and alienated.

An immediate purpose of parent group discussion is to effect an increase in motivation for self-help and self-direction, and hence an improvement in morale.

An immediate purpose of parent discussion groups is to open up lines of communication between professionals, non-professionals and parents in relation to all the opportunities being provided by the City of Newark.

A long-range purpose of activating parents in groups is to effect a permanent increase in their self-confidence and their capacities as active members in neighborhood and community life.

In order to open the opportunity for such a program here, the national demonstration Project ENABLE was funded by Office of Economic Opportunities. ENABLE works available to the City of Newark special training for staff, technical assistance, and to combined resources of skills and experiences through consultation from these national agencies (Family Service Association of America, Child Study Association of America and National Urban League). The following staff will be used in the City of Newark:

The trainees will be social work staff members from Family Service Bureau of Newark, New Jersey and Urban League of Essex County, with a master's degree and with prior paid professional experience in casework. They will be released half time from their agency responsibilities beginning December 1, 1965, and continue to work half time on ENABLE throughout the eight month training period. They continue the same schedule through the following four months of service as parent educators.

Four social work aides will become full time staff members, two to the Urban League of Essex County and two to the Family Service Bureau of Newark, New Jersey, both during training and during the subsequent expansion of the work program.

The Urban League of Essex County community organization staff worker will be a full time member of Urban League of Essex County staff assigned to Project ENABLE. He will have a master's degree in social work and prior paid professional experience in community organization.

The Urban League of Essex County community organizer will work closely with the trainees in the program, as his responsibility will be to use his established contacts within the community and to help to develop new channels of communication to the economically and socially disadvantaged individuals. He will assist the trainees to establish channels of communication with agencies and organizations serving the poor in order to enlist their understanding, support and participation in this type of service. He will have the responsibility of identification and selection of the neighborhood workers who will have final responsibility for seeking out and initiating participation in the particular groups.

C. Time Schedule

1. On November 1, 1965, regional field staff of the three national agencies will be available to us. They will have had an orientation period during which they will have received instructions and guidelines to help us begin our local operations. This staff includes: a) a consultant from Child Study Association of America whose special field will be the curriculum for training group leaders, interpretation of the parent education method as conceived in ENABLE, planning for group sessions including recruitment of participants;

(The Child Study Association of America, founded in 1888, has devoted itself to the field of parent education, pioneering in developing many different approaches to parents. These approaches were designed to facilitate the integration of mental health concepts (as they were developed in the field of psychiatry, psychology, social work, sociology, education, etc.) into the day-by-day child-rearing practices and family relations of parents of all cultural and socio-economic backgrounds); b) a field representative from National Urban League whose special field will be communication with minority groups, community planning for ENABLE, reaching out techniques for recruitment of non-professional staff and parent group participants; c) a Trainer from Family Service Association of America who will complete the team of Institute leaders and whose special field at this time will be (1) appropriate ways to include ENABLE into the programs of the Family Service Bureau of Newark, New Jersey and the Urban League of Essex County, selection of trainees, (2) coordinating the work of Family Service Bureau of Newark, New Jersey with Urban League of Essex County and the United Community Corp.

2. Immediately after funding Family Service Bureau of Newark, New Jersey and Urban League of Essex County will firm up administrative relationships with relevant component programs of United Community Corporation (Head Start, Pre-School Council, Neighborhood Youth Corps, etc.) and work out details of projected day by day operation. Family Service Bureau of Newark, New Jersey and Urban League of Essex County will select the trainees from existing staff or hire new and qualified persons. Urban League of Essex County will also delegate or employ a qualified professional staff person to be assigned to this project as the community organizer.

3. By December 1, 1965, subsequent to funding through United Community Corporation, section 205, professional staff including the trainees at Family Service Bureau of Newark, New Jersey and Urban League of Essex County will be on the job. Immediately an advisory committee to Project ENABLE will be formed. It will be composed of nine residents from the nine areas as outlined by the United Community Corporation, as well as ten or more health and welfare professionals and key laymen from local planning groups, appropriate agencies, and minority group leadership. Recruits for non-professional staff will be identified, screened, and selected to start work on January 1, 1966. During December working relationships with other relevant United Community Corporation components to develop final plans for recruitment of parents will be established.

4. January 1, 1966 to March 1, 1966, four non-professional assistants to the professional workers from Family Service Bureau of Newark, New Jersey and Urban League of Essex County will be on the job. The Urban League of Essex County and these social work aides will begin direct preliminary contacts with parents referred by United Community Corporation sources to stimulate interest in and learn of factors affecting availability for parent education groups. The professional workers from Family Service Bureau of Newark, New Jersey and Urban League of Essex County will be jointly responsible for the orientation, initial training, assignment, and supervision of

the social work aides. Their first task will be a door-to-door canvass of the neighborhood selected or follow-up on the lists of names submitted by Head Start, Pre-School Council, Neighborhood Youth Corps and other groups within the City of Newark to announce the plans for formation of groups and to gather information on the need for child care during meetings or other special requirements for the effective operation of groups in this setting. They will also make preliminary arrangements for meeting places, refreshments, registration of applicants. The professional workers from both agencies will establish channels of communication with other agencies and organizations serving the poor in order to enlist their understanding, support and participation in this service. Each of them will use the established contacts of their agencies in the community as well as develop new bridges to the low income population.

The trainees from Family Service Bureau of Newark, New Jersey and Urban League of Essex County will attend the initial training institute to be held in New York City from February 14, 1966 through February 25, 1966. They will have completed the required preliminary reading as well as have developed through the activities listed above some understanding of the interests, doubts, and potentials of the group aides and of the parents who will participate in the group meetings. The Institute will be led by experienced parent educators who have had additional advanced training under the auspices of Child Study Association of America in January, 1966. This will be the key time for final recruitment effort on the part of Urban League of Essex County and the social work aides. Special plans will be made by the Urban League of Essex County to arrange when feasible for the trainees to meet with groups of possible parent participants to outline the parent education program and to respond to questions.

5. March 1, 1966 through April 30, 1966, the trainees will return to Family Service Bureau of Newark, New Jersey and Urban League of Essex County and begin leading the parent groups which have been organized. They will work with two groups for a series of eight to ten sessions of one and a half hours each. Fifteen to twenty parents will make up each group. As a part of their training experience, the trainees will prepare detailed records of each meeting which will be reviewed by the Institute leader assigned to their supervision. The Institute leader, and possible other consultants from the national agencies, will visit Newark to observe at least one meeting of each group. The trainees will continue teaching and supervising the social work aides, one of whom is assigned to each group. The aides will act as receptionists and registrars. As they gain in self-confidence and in skill they will be delegated responsibility for home visits to follow up on parental absences or to learn more about individual families which may require immediate service of a different nature than the group setting affords.

The Urban League of Essex County staff person will carry responsibility for continuing work with all relevant community agencies to establish referral channels for parent participants. As the social work aides come to know the parents in the group with which they work and their situations individually, they will be helped by the trainees of Family Service Bureau of Newark, New Jersey and Urban League of Essex County

to locate the resources needed and to help the parents make and keep appointments. Their experience in serving as a bridge between the group members and the group leader will be the base from which they learn to serve as a bridge between group members and other community services.

The Family Service Bureau of Newark, New Jersey and Urban League of Essex County trainees will instruct and guide them as they expand the scope of their roles. The Family Service Bureau of Newark, New Jersey and the Urban League of Essex County trainees and the Urban League of Essex County community organization staff worker will help mobilize the family agency and the Urban League of Essex County to support the social work aides. If the aides find obstacles to securing the services needed, the Family Service Bureau of Newark, New Jersey and the Urban League of Essex County trainees jointly with the Urban League of Essex County community organization staff worker must help them select effective actions to surmount the barriers. Such actions range from writing letters on agency stationery through arranging conferences with school, clinic, or court personnel to assisting in the organization of a group to press for new or changed services. The social work aides in time may be called on to report conditions warranting the attention of the case or public issues committee of the Family Service Bureau of Newark, New Jersey, the Urban League of Essex County, the Health & Welfare Council, or the United Community Corporation. Thus the duties of the non-professional employees will range along a continuum from door-bell ringing to influencing agency and community policy.

The Urban League of Essex County staff person will also be planning for and supervising the social work aides in recruiting for the next four groups which will start their parent education sessions in May.

6. May, 1966, the first groups will conclude their sessions. Final arrangements will be made for the second groups to meet beginning the week of May 23rd. The trainees will return to New York City for a second seminar from May 9th to May 20th. This period concludes the classroom training and is planned so that the trainees from a large area can exchange useful experience, seek solutions to mutual problems and strengthen their group leadership competence. On their return to Newark the trainees will lead four new parent groups with continuing supervision and consultation from the Institute leaders.

7. By August 31, 1966 the training phase of this program is ended. Eight parent groups will have been served. The Family Service Bureau of Newark, New Jersey and Urban League of Essex County caseworkers, and Urban League of Essex County community organization staff person and four social work aides will be trained, experienced, and able to give the City of Newark a corps of parent educators to staff a continuing parent education component of United Community Corporation. This corps will provide an expanded service reaching many more parent groups and developing more job opportunities for indigenous workers. In addition, they may develop and staff a local parent education training program along the lines suggested herein.

The regional staff from all three national agencies as individually appropriated will be available to us to help build this service into our ongoing programs. The Urban League of Essex County will also be responsible for expanding and strengthening its "broker role" in the community and helping families maintain and improve their increased motivation to move into the mainstream of the community and will continue to stimulate the health and welfare agencies to more adequately meet the needs of these families. Family Service Bureau of Newark, New Jersey will provide group or individual services designed to help family members effect a permanent increase in their capacities as parents.

D. Administration and Organization

The executives of Family Service Bureau of Newark, New Jersey and Urban League of Essex County will work closely together to ensure the coordination of this project. As described earlier, the advisory committee to Project ENABLE will consult with the two agencies on general policies stemming from the particular needs of the City of Newark. Responsibility for fiscal and administrative management will rest with Family Service Bureau of Newark, New Jersey. Here as in all aspects of the program we will have available when needed the consultation services of our national agencies and specifically the regional staffs, including the regional directors of the National Urban League so that we can make use of relevant experience throughout our region.

E. Evaluation

No funds are being requested for evaluation because as a national demonstration Project ENABLE has been funded to provide overall evaluation which will include both site visits and the collection of data from our program. However, the effectiveness of the evaluation will depend entirely on our contribution to such studies as are requested from the national office. Data will include records of group sessions, demographic characteristics of parents, their knowledge, utilization, and opinions of health, education and welfare services in the community. Accounts will be kept of participants who maintain their membership in the group as well as those who drop out of the group. An effort will be made to identify factors that predispose parents to drop out or to miss several meetings.

It is anticipated that United Community Corporation as well as Family Service Bureau of Newark, New Jersey and Urban League of Essex County will have access to findings that are distributed as a result of the national study.